

No. 3(01)/2025-DUAC
Delhi Urban Art Commission

VACANCY CIRCULAR

Delhi Urban Art Commission (DUAC), a statutory body under Ministry of Housing and Urban Affairs was set up by an Act of Parliament with a mandate to advise the Govt. of India in the matter of preserving, developing & maintaining the aesthetic quality of urban design in Delhi. The DUAC also provide advice and guidance to local bodies in Delhi relating to any project of building and engineering operations and other proposals as well which affects the skyline or the aesthetic quality of the surroundings. The valuable advice of DUAC are reflected in the mesmerizing projects in Delhi completed recently such as Central Vista Offices, Seva Teerth, Vice President's Enclave and new building of the Parliament.

A Post of Administrative Officer (Level-11) is vacant in this unique body. Applications from deserving and dynamic officers are invited to fill up the vacancy in the Grade of Administrative Officer (Level-11) on deputation basis as per the following criteria:-

1. Pay & Allowances : The selected person shall be entitled to his/her basic pay drawn in his/her parent organization and deputation(duty) allowance as determined by the Government of India from time to time or the basic pay attached to the post of Administrative Officer in DUAC as per the option of the selected person in terms of instructions issued by the Department of Personnel and Training time to time.
2. Eligibility condition : **Deputation**—Regular Section Officers of the Central Secretariat Service with at least 8-years' service in the grade, possessing educational qualifications as under: -
Essential:
 - (i) A Second-Class Bachelor's Degree of a recognised University or equivalent qualification.
 - (ii) Sound knowledge of matters relating to establishment, office procedure, Government rules and regulations.
 - (iii) Experience in an administrative/ supervisory capacity in a large Government Office or undertaking.Desirable:
 - (i) Master's Degree of a recognised University.
 - (ii) Experience in Public relations work preferably with diploma in Journalism or equivalent qualification.
 - (iii) Knowledge about the experience of work in housing, urban development and land management policies.
3. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government/State Government shall ordinarily not exceed three years.
4. Age : Not exceeding 56 years as on closing date of receipt of applications.

The post carries Dearness Allowance, HRA and other benefits like LTC, medical reimbursement etc as stipulated in the Delhi Urban Art Commission (Employees Terms and Conditions of Service) Regulations as amended from time to time. The person selected shall be entitled for CGHS facilities in case he/she is CGHS beneficiary in his/her parent organisation.

Applications of only such candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma as given in Annexure-I, (ii) Cadre Clearance, (iii) Vigilance Clearance & (iv) copies of APARs/ACRs of last five years attested by an officer not below the rank of Under Secretary or equivalent. Incomplete applications will be summarily rejected. The candidates applying will not be permitted to withdraw subsequently.

Applications (in quadruplicate) of suitable and eligible persons who can be spared immediately in the event of selection may be sent to the Secretary, Delhi Urban Art Commission, Core-6 A, UG Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 within a period of 60 days from the date of publication of this circular in the Employment News.

The Commission reserves the right to cancel the selection process at any point of time without assigning any reasons thereof.

19/11/2024
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Annexure-I

Affix recent
passport size
photograph

**APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER IN THE DELHI
URBAN ART COMMISSION.**

1.	Name, Designation, Name of Organization with complete Address (In Block Letters)	
2.	Date of Birth	
3.	Date of Entry into Govt. Service	
4.	Date of Retirement under Central/State Govt. Rules.	
5.	Address for communication	
6.	Permanent Address	
7.	Phone No. /Mobile No.	
8.	Details of Educational and other Qualifications.	
9.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular.		Qualifications/experience possessed by the officer.
Essential		
(i) A Second-Class Bachelor's Degree of a recognised University or equivalent qualification.		
(ii) Sound knowledge of matters relating to establishment, office procedure, Government rules and regulations.		
(iii) Experience in an administrative/supervisory capacity in a large Government Office or undertaking.		
Desirable:		
(i) Master's Degree of a recognised University.		
(ii) Experience in Public relations work preferably with a diploma in Journalism or		

equivalent qualification.	
(iii) Knowledge about the experience of work in housing, urban development and land management policies.	

10.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
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Note:- Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data).

11. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Ministry/ Department	Post held on Regular basis.	Duration of Service		*Level in the Pay Matrix/Pay Band/Grade Pay of the post held on regular basis.	Nature of duties in details.Highlighting experience required for the post applied for.
		From	To		

12.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
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13.	In case the present employment is held on deputation/contract basis, please state			
	a) The date of initial appointment	b) Period of appointment on deputation/Contract	c) Name of the parent office/Organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization.

13.1	Note: In case of Officer already on deputation, the application of such officer should be forwarded by the parent cadre/department alongwith cadre clearance vigilance clearance and integrity certificate.	
13.2	Note: Information under Column 13(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.	
14.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
15.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

16.	Total emoluments per month now drawn.		
	Basic Pay and the Level in Pay Matrix	Grade Pay	Total Emoluments
17.A	<p>Additional information if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
18.	Whether belongs to SC/ST		

19. DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Place:.....

(Signature of Applicant)

Date:.....

Date.....

Address.....

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Email-ID.....

Contact Number.....

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CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His/Her integrity is certified.
- iii) His/her CR Dossier in original is enclosed / photocopies of the APARs/ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with seal)